

**Charter
of the
Advisory Committee on International Postal and Delivery Services**

I. Purpose

The purpose of the Advisory Committee on International Postal and Delivery Services shall be to serve the Department of State in an advisory capacity with respect to the formulation, coordination, and oversight of foreign policy related to international postal services and other international delivery services.

II. Authority

The Committee is established in accordance with Section 405 of the Postal Accountability and Enhancement Act (P.L. 109-435) and the Federal Advisory Committee Act, 5 U.S.C. App. 2, as amended ("FACA").

III. Membership

a. Members

The Committee ordinarily shall have an odd number of approximately 21 members. Members shall be invited from each of the following U.S. Government agencies:

- Department of Commerce
- Department of Homeland Security (Customs and Border Protection and Transportation Security Administration)
- Department of Transportation
- Office of the United States Trade Representative
- Postal Regulatory Commission
- United States Postal Service

These Federal members shall be appointed by the Assistant Secretary for International Organization Affairs upon recommendation of their respective agency. The Committee will also include Representative members from associations that represent mailers and private sector delivery companies, stakeholders in international delivery services, or others who are directly affected by international postal operations.

The term of membership shall be two years, except that the Secretary may, at his or her discretion, remove or replace members at any time. Members may be reappointed at the discretion of the Secretary.

The composition of the Committee shall be balanced in terms of the points of view represented.

b. Executive Director

There shall be an Executive Director of the Committee, who shall serve as the Designated Federal Official ("DFO") of the committee in accordance with Sections 10(e) and (f) of the FACA, 5 U.S.C. App. 2. The DFO shall be an employee of the Department of State in the Bureau of International Organization Affairs.

IV. Operations

a. Functions of the Executive Director

The Executive Director shall call the meetings of the Committee, publish notice of meetings in the Federal Register, prepare and approve the agenda, attend the meetings, and adjourn or cancel the meetings when such adjournment is in the public interest.

The DFO shall ensure that detailed minutes of each advisory committee meeting are kept, and that the chair of the committee certifies the accuracy of the minutes. The minutes shall include the date, time and location of the meeting; a list of the Committee members and federal government employees present at the meeting; a description of matters discussed and conclusions reached by the Committee; a description of the extent to which the meeting was open to the public; and a summary of participation by the public.

b. Meetings

It is anticipated that the Committee shall meet as necessary, but not less frequently than once per year. No quorum is required.

All Committee meetings shall be open to the public up to the capacity of the meeting room, unless a determination has been made in accordance with Section 10(d) of the FACA that a meeting or portion of a meeting should be closed to the public for reasons of national security.

Timely notice of each Committee meeting, stating the name of the Committee, the time, place, and purpose of the meeting, a summary of the agenda and whether the meeting is open to the public, shall be published in the Federal Register. Such notice shall be given at least 15 calendar days in advance of the meeting date except when shorter notice is authorized in exceptional circumstances.

c. Reporting

The Committee shall report to the Assistant Secretary of State for International Organization Affairs. The DFO, in coordination with the Department's Committee Management Officer shall comply with all reporting requirements as mandated by FACA.

d. Records

In accordance with section 10(b) of FACA, and subject to limitations under 5 U.S.C 552, the records of the Committee shall be available for public inspection and copying.

e. Subcommittees

The Chairman, with the approval of the DFO, may establish such Working Groups or other subgroups as he or she deems appropriate to assist the Committee in carrying out its work. These subgroups will not report directly to U.S. Government officials and will only assist the Committee in its consideration of issues. Accordingly, meetings of such subgroups will not be subject to FACA meeting requirements.

f. Functions of the Committee

The functions of the Committee shall be advisory, and any determination to be made or action to be taken on the basis of Committee recommendations shall be made or taken by appropriate officers of the United States Government. The Committee shall offer recommendations with respect to U.S. foreign policy related to international postal services and other international delivery services and the formulation and implementation of U.S. policy toward the Universal Postal Union and other international postal and delivery organizations.

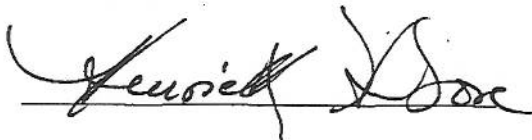
V. Funding

The members of the Committee shall serve without compensation. The estimated annual operating costs of the Committee will be \$40,000.

VI. Duration

The charter shall be in effect for 2 years from the date it is filed with Congress and shall be renewed at the end of the 2-year period in accordance with regulations.

Approved:



Henrietta H. Fore

Under Secretary for Management

Date:

10-1-07